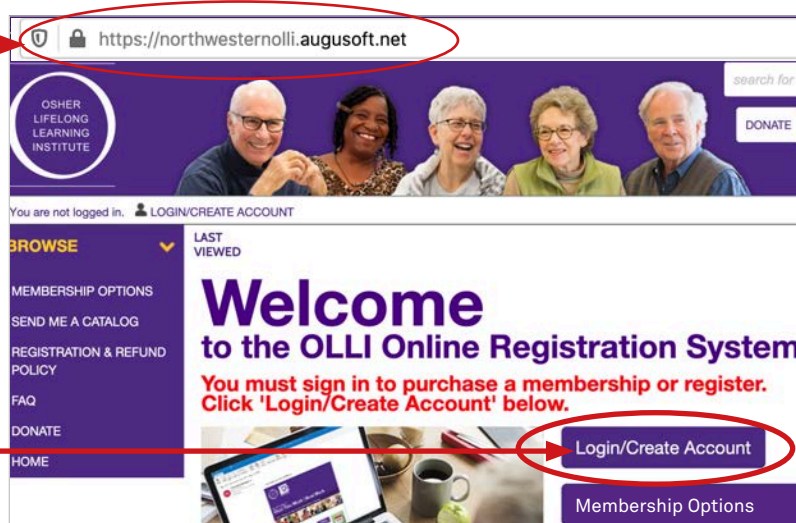# HOW TO PURCHASE MEMBERSHIP AND REGISTER FOR STUDY GROUPS

- Go to the OLLI Online Registration System (Augusoft) which can be accessed at: **https://northwesternolli.augusoft.net**

- Click **Log In/Create Account**.

- This takes you to the **Sign In** page.

EXISTING USERS:

If you are a current or former member and have a Profile in the system:

SIGN IN to Your Account with your **Username** and **Password**.

- Make sure the option says **Student** in the pulldown menu.
- If you have forgotten your Username or Password, click on the **Forgot Your Username?** or **Forgot Your Password?** links.
  DO NOT CREATE A NEW PROFILE

NEW USERS:

If you are a new user, please create a new profile.

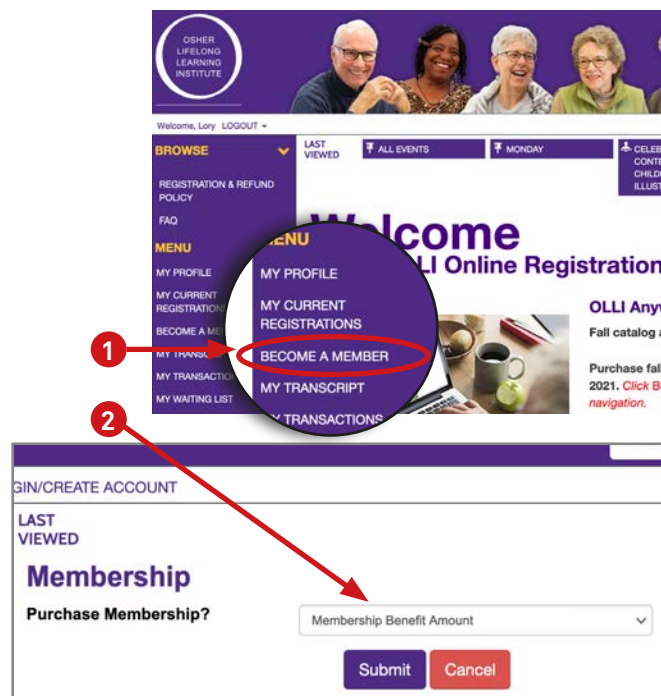Click **Create New Profile** and follow the prompts

- On the Profile Creation page, select Student Profile (single user) button (it should be clicked already), click Submit.
- Fill in the necessary information for Step 1, Step 2, and Step 3 tabs.
- Click **Submit** to register your account.

If you need assistance, email olli@northwestern.edu

New Members who have created a profile and Existing Members who have signed in can now continue to **Purchase Membership**—instructions on next page.
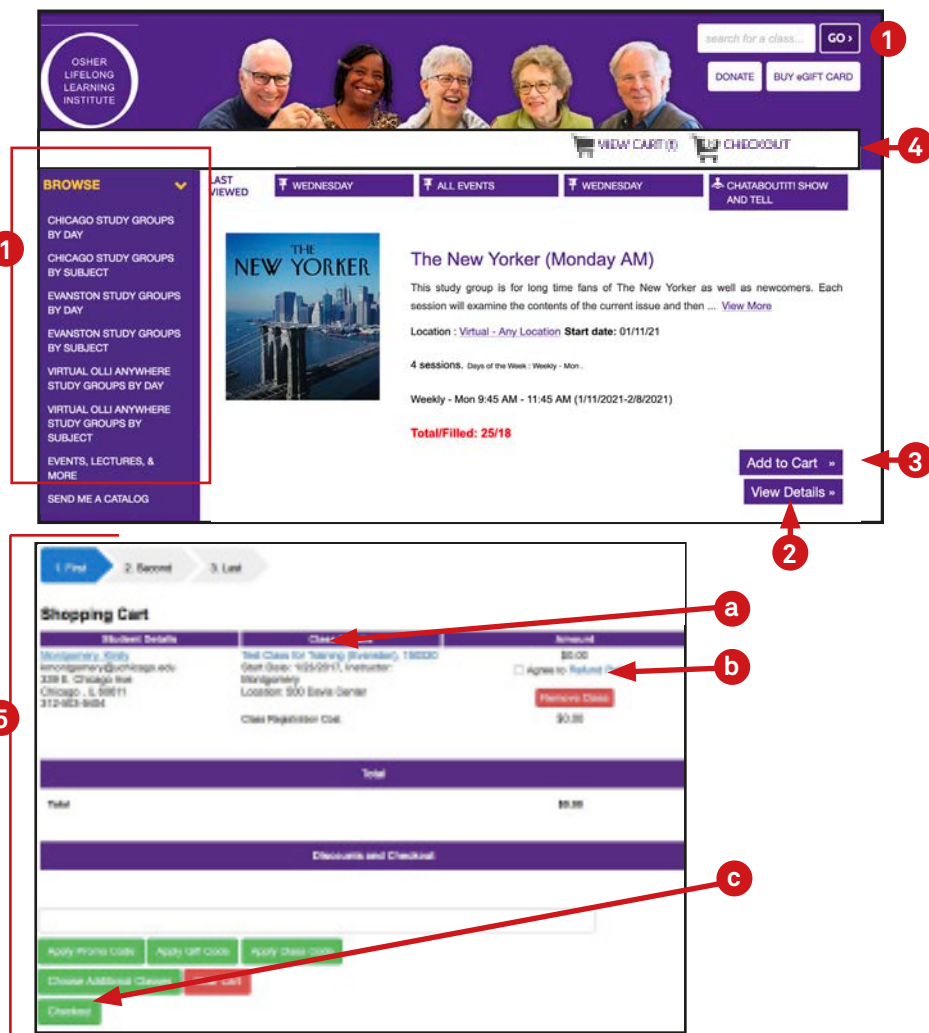
PURCHASE MEMBERSHIP (Beginning July 31, 2023)

1. On the **Welcome** home page, click **BECOME A MEMBER** in the purple column on the left.

2. On the **Membership** page, select the membership option you wish to purchase from the dropdown menu.

3. You will then be led to your cart page. Continue with the prompts to check out.

   • OLLI accepts Visa, Mastercard, American Express, or Discover through the OLLI Online Registration System.

REGISTRATION (Beginning August 7, 2023):

1. **BROWSE** Study Groups by location, by day, or by subject area. Or, type a portion of the title in the SEARCH bar at the top right of the page.

2. For more information about a Study Group click **View Details**.

3. Once registration is open, to register for a Study Group click **Add to Cart**.

   • To register for additional Study Groups, repeat Step 1 through 3.

4. **Important:** To complete your registration click **CHECKOUT** at the top right of the screen.

5. Finish your checkout by:

   a. Reviewing your selections

   b. Clicking the **Agree to Refund Policy** box

   c. Clicking the green **CHECKOUT** box at the bottom of the screen.

Wait for the screen that says "Your transaction has been processed successfully."

You will receive a confirmation email of your registration. **If you do not receive the confirmation email, your registration is not complete.**